

Task information

- Part 1 is a compulsory task.
- In Part 1 you have to write 180–220 words.
- You may have to write an article, a report, a proposal or a letter.
- The question consists of instructions plus extracts from, for example, a letter, an email, a diary entry, a diagram, an advertisement, etc.
- The question will include detailed instructions – you must read these very carefully and do exactly what is asked.
- The instructions will tell you clearly *what* you have to write and *why* you are writing it, as well as *who* you are writing for.

Identifying types of writing

1 The following statements are true about one or more of the types of text you may have to write in Part 1. Choose A, B, C and/or D. Some questions have more than one answer.

- 1 It is good to give this type of writing a title.
- 2 Headings within the text are appropriate.
- 3 This kind of text will begin *Dear ...*
- 4 This kind of text has to be clearly organised into distinct paragraphs.
- 5 This kind of text aims to persuade the reader.
- 6 The writer usually knows exactly who will read the text.
- 7 This kind of text usually tries to evaluate something that has happened or that the writer has experienced.
- 8 This kind of writing is more likely to be in a formal or neutral style than an informal one.
- 9 The writer usually begins with an overview of his or her reasons for writing the text.
- 10 The writer will try to begin this text in a way that will catch and hold the reader's interest.

| Text types | |
|------------|----------|
| A | article |
| B | letter |
| C | proposal |
| D | report |

2 Complete these sentences – which are characteristic of either an article, a letter, a proposal or a report – with the appropriate preposition. Then identify the text type that the sentence is most likely to have come from.

- 1 I look forward*to*..... hearing from you again soon.
- 2 conclusion, the campaign can be considered as having been a total success.
- 3 I've been terribly busy this month but last I've managed to find enough time to sit down and write to you properly.
- 4 Venice has to be one the most romantic cities ever built.
- 5 I make this recommendation a number of different reasons.
- 6 Do you prefer travelling your own or the company of other people?
- 7 I am writing to congratulate you the service which my wife and I received your restaurant last night.
- 8 the few slight problems which the group experienced this year, I have no hesitation recommending the course for other students the future.
- 9 The following recommendations are based generally accepted estimates regard to the city's probable future needs for leisure facilities.
- 10 According the results of our survey, female students make more use the college's libraries than male students do.

Understanding how writing is assessed

- 1** The people who mark your writing ask themselves a number of questions about your work. Match each of their questions (1–6) with the aspect of language that it is focusing on (A–F).

- | | |
|---|---|
| 1 Does the answer cover all the necessary points? | A Organisation |
| 2 Does the answer contain a lot of language errors? | B Range |
| 3 Does the answer use a variety of words and structures? | C Register |
| 4 Is the answer written in clear, well-connected paragraphs? | D Content (dealing with the necessary points) |
| 5 Is the answer in an appropriately formal or informal style? | E Communicative achievement |
| 6 Would the answer have the right effect on the reader? | F Accuracy |

- 2** This piece of writing got a poor mark for accuracy. Correct the ten language errors in it.

I am writting this article to discuss about the advantages and disadvantages of building a new theatre at the college. At first, I would like to draw your attention on the fact that our college has a drama department for the last ten years and yet it still doesn't have an own theatre. This means that drama students must to put on there productions in a theatre in the city, what is expensive and, of course, not very convenient too.

- 3** This piece of writing got a poor mark for range. Change the underlined words to more interesting words, adding to or expanding on them, in order to gain better marks.

I would recommend that you choose Brown's Hotel for your holiday. We had a great time there last year. The rooms were beautiful, the food was good and the staff were very nice too. It's central so you can walk to lots of interesting places.

- 4** Do these sentences that candidates wrote use an appropriate register? If not, say why not and write an improved version of the sentence.

- 1 (letter to a friend) Would you do me the honour of accompanying me to the theatre next Saturday?
- 2 (proposal to a town council) It'd be great if you can see your way to putting my ideas into practice. Am sure you won't regret it!
- 3 (opening sentence in article for international magazine) Its main disadvantage is the fact that its public transport system is so poor although I suppose some people would say that it's not a bad idea to walk everywhere anyway, given that it's a relatively small town without many hills and so it's pretty easy to make your way around its picturesque little streets on foot.
- 4 (report for college principal) I'd love to write more about this topic and must apologise for simply not having adequate time to do so.

Useful language: expressing functions

- 1** Match the sentences below with the main function they are used to express from the box. One sentence is expressing a function that is not in the box. Which sentence is that? What function is it expressing?

| | | |
|--------------|-------------|----------------|
| apologising | complaining | congratulating |
| recommending | suggesting | |

- 1 One possibility would be to organise a meeting to find out how other students feel about the proposed new timetable.
- 2 It is disgraceful that members of your staff should have such a careless attitude towards their work.
- 3 I should not have borrowed your bicycle without asking your permission.
- 4 One of the options would be more expensive to implement than the others.
- 5 The third option seems to me to be the preferable choice because it would benefit the largest number of people.
- 6 Your success is a magnificent achievement and one that you should take great pride in.

- 2** In an advanced exam, you need to show that you can express functions in more than one way. Here are example sentences using some of the functions that you often need to express in the exam. In each case one word is missing. Complete the sentences.

Complaining

- 1 I am writing to complain the service I received in your hotel last weekend.
- 2 If I do not receive a satisfactory response, then I shall have no but to send a full account of the way I was treated to your Head Office.
- 3 It was very upsetting to be spoken so impolitely your reception staff.

Persuading

- 4 I feel sure you would it if you did not advantage of this exceptional opportunity.
- 5 There's no denying the that this is a very generous offer.
- 6 Surely you must that opportunities like this do not arise very frequently.

Recommending

- 7 If I were in your I wouldn't hesitate to seize the opportunity on offer.
- 8 my opinion, the best of action would be to carry out a survey to discover how local residents feel about the proposal.
- 9 no circumstances should you a hasty decision.

Giving reasons

- 10 There are a number of reasons I am of this opinion.
- 11 I should like to forward the case for a rather different approach from the one that has been taken in the past.
- 12 The project has been temporarily suspended owing a lack of funding.